

The most significant contributions made by the Management Staff for the period 1 April 1959 through 30 September 1959 were as follows:

1. Continued emphasis upon reducing costs and improving efficiency of support operations in the DD/I and DD/S Areas including:
 - (a) installation of an improved electric accounting machine system of budgeting and accounting for foreign publications;
 - (b) reduction in processing time for reproduction of C.S. Information Reports. Completed initial planning phase of a study of all DD/I punch card machine installations to determine the feasibility of: (a) centralizing machine operations, and (b) substituting electronic data processing machines for punch card machines, in order to improve intelligence production support. Recommended major reorganizations in FE [] and TSS [] Branch, and large scale procedural improvements in Records Integration Division, in order to clarify and simplify operations and to reduce paperwork. Recommendations have been approved. Eighteen positions (average grade, GS-5) will be eliminated from RID, []
2. Completed feasibility studies and made recommendations (approved by the DCI) to substitute electronic data processing for electric accounting machines to process data in the DD/S Area. Installation of E.D.P.M. will result in more effective and faster data processing, and in annual net savings to Machine Records Division, Office of the Comptroller, of approximately \$29,000 (elimination of 30 positions and E.A.M., less increased rental cost of E.D.P.M.). Assisted in installation of E.D.P.M. in the DD/P Area for processing of clandestine services records and reports.
3. Improved vital materials handling and eliminated one GS-12 position (saving approximately \$8,300 per year) by transferring the Vital Materials Repository from the Commanding Officer of [] to the Management Staff and consolidating vital materials and Records Center operations.
4. The Suggestion Awards Committee adopted 67 employee suggestions, granting awards totaling \$4,090, representing net first year tangible savings of \$38,157 plus intangible benefits, and awarded 16 letters of appreciation. The Agency suggestion award adoption rate rose from 13% for FY 1958 to 20% for FY 1959.